

This list is a general overview of protocols that may be in place for hosted groups at Shalom. Specific details about each hosted group event will be discussed prior to the event.

- Capacity for a hosted group will be determined based on what can be accommodated by room capacity and social distancing. Seating in meeting rooms will be set accordingly.
- Social distancing is expected.
- Masks will be required of guests indoors unless eating, showering, or alone in a private room. Masks are not required outdoors as long as guests are able to maintain social distance.
- Each guest must complete a Covid waiver.
- Meals will be served using the tray line, but will not be self-serve. To avoid congregating, groups may be asked to be seated and then approach the tray line one at a time to get meals, drinks, etc. Shalom staff/volunteers will pick up dishes for guests after the meal. There may be limits to bringing in outside food, drinks, and snacks. Drinking fountains are not in use at this time.
- Guests will be asked to 'pick a seat' in the dining room, chapel, etc., and keep that seat for the duration of their stay.
- Hosted group contact will work with Shalom on a plan for arrivals. Guests will be asked to arrive within a predetermined window of time to complete screening process.
- Guest names must be provided by the hosted group contact person prior to the group's arrival.
- Guests are asked to wash or sanitize hands frequently. Hand sanitizer is available throughout the building.
- Guests are asked that if they are not feeling well / have Covid symptoms, that they postpone their visit to Shalom.
- Guests are expected to notify their hosted group lead person if they are not feeling well at any point during the event. This person will contact the Shalom Director immediately to discuss next steps, which may include the person leaving the building. It may also include closing down the event.
- Commuters (including guest speakers or others who are not 'on' the weekend / event) must be discussed prior to the event.

Protocols are based on building needs at the time of the event and CDC, state, county and local guidance and are subject to updates and changes. Please contact Shalom Director Connie Palm at cpalm@shalomretreats.org for the latest information about Shalom.